

## **Scope of Work for an R&S Planning Officer**

**Supervision:** Deputy Director of Planning

### **General Position**

The Interagency Reconstruction and Stabilization (R&S) Planning Officer is responsible for facilitating whole-of-government planning for potential and actual R&S operations. Planners must have skills in managing processes, fostering relationships, facilitating diverse groups of individuals, and a breadth of knowledge related to conflict prevention, mitigation, and post-conflict reconstruction and stabilization activities.

### **Major Duties**

*Conduct whole-of-government planning:* Leads, facilitates, or participates in S/CRS strategic planning teams (depending on nature of engagement), including performing situation assessments, developing through the planning processes outlined in the *USG Framework for Reconstruction, Stabilization, and Conflict Transformation* the goals, sub-goals, major mission elements, sub-objectives, and metrics for measuring progress in a particular nation or region. Draft portions of a USG Strategic Plan or Interagency Implementation Plan for a particular R&S crisis operation or contingency. Planners will work with the staff of the Director of Foreign Assistance as well as other USG offices responsible for resource planning to identify required resources to achieve objectives and to develop plans for their obtainment. Planners must be able to use existing S/CRS planning methods and tools to facilitate a planning process that involves a wide range of interagency actors with different skill-sets and organizational cultures. Alternatively, inform/support steady-state strategic planning such as Country Assistance Strategies (CAS) and Mission Strategic Plans (MSPs).

*Develops and Refines Doctrine:* Supports the development and revisions of doctrine on the systems, structures, processes, and tools through which the USG responds to stabilization and reconstruction crises.

*Provide R&S Regional and Sectoral Expertise:* Planners must demonstrate sufficient breadth of knowledge in multiple R&S sectors (e.g., governance, transitional security, justice, infrastructure, economic growth, humanitarian relief, etc.) and regional issues to effectively shepherd a group of subject matter and country experts through an interagency planning process.

*Integrate civilian and military plans and activities:* Planners will translate between civilian and military planning systems and processes, and integrate both into a whole-of-government plan.

*Research:* Collects information developed and acquired by USG agencies, foreign governments, international organizations, non-governmental organizations (NGOs) and academic researchers. Identifies trends for successful transformational diplomacy in nations and regions that are susceptible to or undergoing conflict or transitioning out of conflict. Assists senior decision-makers with research findings to help identify specific programs and processes already funded that contribute to the U.S. Government's (USG) assistance to nations and regions recovering from conflict or struggling with the prospects of conflict. In that context, assists the entire Office of the Coordinator in mastering an understanding of Bureau Performance Plans, Mission

Performance Plans, USAID Strategic Plans, Department of Defense analytic reports, studies, gaming exercises and lesson learned documents. Stays abreast of literature on reconstruction and stabilization operations, particularly in the context of failed, failing, or post-conflict states.

*Apply Best Practices:* Planners must be able to incorporate best practices from previous R&S planning and response efforts and identify emerging best practices to inform ongoing revisions of R&S processes and tools.

## **Qualifications**

Planners must have experience in:

1. Facilitation and Process Management: At least two years of experience facilitating diverse groups of stakeholders through development of products.
2. Conflict Prevention, Mitigation, or Reconstruction: At least two years of experience working on projects related to conflict transformation or on other projects within a conflict environment. At least one year of this should be field experience.

Planners should have as much of the following as possible:

1. Knowledge of one or more USG foreign affairs agencies
2. Understanding of the USG interagency process
3. Formal training in planning and/or doctrine development
4. Training and experience in conflict analysis and conflict transformation
5. Regional and country expertise, preferably gained in the field
6. Resource and budget expertise
7. Knowledge of USAID and Department of Defense planning

## **How to Apply**

Please e-mail your resume and cover letter to Brian Pharr ([PharrBC@State.gov](mailto:PharrBC@State.gov)) by October 23, 2009 with "Planning Officer Application" in the subject line. Finalists will be contacted.